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## Job details

Job 1 of 1

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**General Information** The Health and Mental Health Services (HMHS) Cluster of the Los Angeles County's Chief Executive Office (CEO) is seeking a highly motivated and well-qualified individual to assist the CEO-Public Health (PH) budget team. The HMHS Cluster includes the Department of Health Services, Department of Mental Health, and the Department of Public Health (DPH).

The PH Team provides expert professional support in the coordination, preparation, and analysis of the budget, programmatic issues, and operational needs for DPH. The analyst will assist with oversight activities involved in the development of the annual PH budget and will perform lead activities in the development of the Children's Medical Services, Substance Abuse Prevention and Control, Alcohol and Drugs Special Funds, and Antelope Valley Rehabilitation Center budgets. Additionally, they will provide assistance with financial and policy analysis of PH's operations and related referrals from the Board of Supervisors or Chief Executive Officer. The HMHS Cluster is under direct supervision of a Manager, CEO.

**Requirements** Candidates must currently hold the payroll title of Analyst, CEO or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

**Desirable Qualifications**

- Graduate from an accredited four-year college or university with a Bachelor's Degree in Economics, Accounting, Finance, Business Administration, Public Administration or a closely related field;
- Strong knowledge of the application of budget principles for public entities and the laws and regulations governing the financial operations of a local governmental agency;

- Strong analytical and decision making abilities to collect, interpret, and evaluate narrative and statistical data pertaining to fiscal and management matters and translate results into coherent, well-written reports;
- Strong interpersonal and public relations skills;
- Strong organizational skills;
- Adaptability;
- Good working knowledge of the County's budget and fiscal procedures;
- Excellent verbal and written communication skills;
- Accounting background sufficient to effectively manage essential budget and financial data;
- Demonstrate analytical skills for effective problem solving; and
- A high level of personal initiative and demonstrate ability to work in a team setting.

**Duties**

- Provide professional staff support to the CEO in analyzing budget requests for assigned County departments;
- Prepare Budget recommendations for departmental revenues and expenditures in light of budget policy; and recommend budget adjustments during the fiscal year;
- Evaluate and recommend CEO decisions on contracts, policy changes, and other actions referred by the Board of Supervisors or requested by assigned departments to be approved by the Board of Supervisors;
- Analyze the effect of proposed legislation to determine the effect on assigned departments operations, costs and revenue and recommends legislative position, including, as appropriate, amendments to conform legislation to County needs;
- Communicate analysis and recommendations orally or in writing to obtain the concurrence of superiors, the Board of Supervisors, and assigned department or other entities;
- Conduct management audits; review of departmental organizational, policy, systems, procedures, and management studies; research and develop resolution to issues raised in correspondence received by the CEO or referred by the Board of Supervisor; and
- Interpret County policies and procedures to assigned department and other entities.

**Vacancy  
Information**

This vacancy is located at the Chief Executive Office, Health and Mental Health Services Cluster, 500 West Temple Street, Room 726, Los Angeles, CA 90012.

Interested individuals should submit a cover letter and

résumé detailing experience, education, attendance records from the last two years and copies of their last two performance evaluations. Resumes and supporting documents should be received no later than **Friday, June 14, 2013** and sent to:

Kimberly Arias  
Chief Executive Office  
Human Resources Section  
500 West Temple Street, Room 785  
Los Angeles, CA 90012  
**karias@ceo.lacounty.gov**

Resumes and supporting documents will be reviewed and **only** the most qualified candidates will be called for an interview.

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION***

**Available Shift** Any  
**Contact Name** Kimberly Arias  
**Contact Phone** 213-974-2797  
**Contact Email** karias@ceo.lacounty.gov  
**Job Field** Finance and Accounting  
**Job Type** Professional

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